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Justice Bulletin

Montana Board of Crime Control
Website mbcc.state.mt.us

*A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620-1408
(406) 444-3604 FAX (406) 444-4722*

Request for Proposals (RFP)

#04-3 Juvenile Justice

Title II Formula Funds

Proposal Deadline: March 31, 2004

Applications must be postmarked, or received by the MBCC no later than March 31, 2004 at 5 p.m.

Project Dates: July 1, 2004 to June 30, 2005

I. Introduction

Contingent upon the award of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Formula Grant Funds, the Youth Justice Council, is soliciting proposals from units of local government, tribal governments, and non-profit organizations. Proposals should focus on collaborative community planning around youth in the Juvenile Justice system. The total federal funds available are approximately \$500,000. The Youth Justice Council has prioritized approximately \$400,000 to continue funding existing grant programs. This will leave approximately \$100,000 for new grants.

The Youth Justice Council (YJC) has the responsibility, assigned by the Governor, to be the planning and advisory group to juvenile justice. In that capacity, they have adopted a proactive role in the process for planning and setting policy for juvenile justice. As part of the mission of the juvenile justice system, the Council is seeking proposals to promote collaborative community efforts focused on youth in the juvenile justice system. The ultimate outcome will be the establishment of a continuum of care system that focuses on a multi-faceted, coordinated community-based approach to serving youth.

(Note: Because federal funds are not always available immediately following the award date programs should prepare for this contingency.)

II. Purpose of Grant

The Youth Justice Council is seeking proposals to provide models for urban, rural and reservation communities to prioritize services for youth and coordinate available services.

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The purpose of this RFP is to focus on planning rather than a program/service development. It is envisioned that the first year will be for planning with the following years for implementation and evaluation.

The Youth Justice Council is seeking proposals from communities to establish a "Continuum of Care" to accomplish the following outcomes:

Initial Outcomes:

- Complete a community resource assessment to determine continuum of care need
- Identify community resources for youth in the Juvenile Justice System.
- Collaborative Planning focusing on local, integrated needs of youth.

Intermediate Outcomes:

- Increased involvement of victims, offenders and the community.
- Decreased philosophical barriers to service delivery.

Long-term Outcomes:

- Ability of the community to respond to the needs of victims, offenders and the community is increased.
- Access to services has improved.
- Community as a whole is more educated and informed about juvenile justice issues.
- Increased data sharing.

The first year of funding must include Community Resource Assessment to determine Continuum of Care Needs within:

Community-wide Service Delivery Programs Youth Justice Issues
Serious Emotionally Disturbed Youth
Chemical Dependency
Special Education
Child Protective Services
Lifeskills/Employment

Each community plan must address:

Restorative Justice
Assess, Address and Monitor Disproportionate Minority Contact
Gender-Specific Programs
Mental Health

Many communities have identified planning models that meet the needs of their community. The Youth Justice Council is not recommending any one specific model for planning. Planning tools must fit the needs of the community and provide for measurable outcomes. Community collaborations must include public and private providers.

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Subgrantees may request funding for any combination of a Coordinator, Facilitator, Researcher, Evaluator and Training.

For more information on: Community Resource Assessment, Restorative Justice Reducing Disproportionate Minority Contact and Gender-Specific Programs see the LINKS page on the MBCC website.

III. Eligibility

Local governments must agree to comply with the mandates specified in the Juvenile Justice and Delinquency Prevention (JJDP) Act, actively report on the Juvenile Probation Information System (JPIS) component of the Child and Adult Protective System (CAPS), and the Juvenile Detention Reporting System (JDRS).

Law enforcement agencies must be submitting crime data electronically to the Montana Board of Crime Control. For more information concerning this policy contact Don Crabbe (406) 444-2077.

Non-profit organizations must submit documentation that they have been denied funding by a unit of local or tribal government.

Tribes must provide a valid Tribal Resolution, signed by an authorized official or body representing the tribal entity. For specific language to be included in the Resolution, see the MBCC website.

IV. Late Applications

New applications that are received past the due date will be returned and not considered during the current cycle.

V. Match/Sustainability

The match requirement for this federal grant has been eliminated; therefore no cash or in-kind match is required. Budgets submitted with the grant should reflect federal dollars.

However, the Youth Justice Council has made sustainability a factor in grant awards. Sustainability is defined as **to carry or withstand, to insure replacement of parts**. In order to show sustainability, address one or all of the following questions in your narrative:

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List partners or agencies that would be able to assume financial responsibility over the next four years.

List partners or agencies that would be able to assume responsibility for specific parts of your project over the next four years.

Provide assurances from local government that your project will become part of a local government budget.

Identify any cost savings based on the success of your project.

Would your project implement a fee program?

New requirements:

The Youth Justice Council has added a new policy concerning sustainability. If a project has not shown that they are using their sustainability plan by year three of their subgrant funding, their budget will be reduced by 33%. If a subgrantee does not demonstrate that they are using their sustainability plan in their fourth year, their budget will be reduced by 66%.

VI. Funding Period

Funding period is July 1, 2004- June 30, 2005. Funding may be continued in subsequent years, based upon: 1) the availability of funding; 2) the project's demonstrated success in meeting their goals and objectives; 3) compliance with federal and MBCC requirements and; 4) the project's continued compatibility with the mandates of the JJDP Act and priorities established in the state plan. Subgrantees are eligible to receive funding for up to 48 months, but must re-apply every year.

VII. Limitations and Fund Use

Review this list carefully. If you have any questions, call prior to submitting your proposal.

- 1) Purchase of equipment must be integral and necessary for the project.
- 2) Construction, in general, is prohibited.
- 3) Land acquisition is prohibited.
- 4) Supplanting is prohibited.
- 5) Consultant costs are limited to \$450 per 8-hr day without additional approval or bidding.
- 6) State rates are to be used for calculating mileage, per diem and lodging. Call for instructions regarding out-of-state travel.
- 7) Indirect costs are not allowed.

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- 8) Pre-agreement costs are not allowable.
- 9) Rental costs are limited to fair market value within the applicant's community.
- 10) General salaries and personnel costs are allowable; overtime cannot exceed 10 percent of the personnel budget.
- 11) Funds may not be expended or obligated prior to July 1, 2004.
- 12) Purchase or lease of vehicles is not permitted. Mileage will be allowed at the current approved state rate.
- 13) Uniform allowances will not be permitted.
- 14) If your agency receives less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. *(Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)*

Note: Food and beverage items may be allowable if costs meet these guidelines: 1) the food and beverage are incidental to a work-related event; 2) the costs are documented and reasonable; and 3) food and beverages are not directly related to amusement and/or social events. MBCC will approve such items only if the applicant justifies the expense as a clear benefit to the grant project. The federal Office of Justice Programs discourages approval of expenses for "working lunches;" therefore, we would recommend that you **not** include such items in a request. All food and beverage items must receive prior approval from MBCC.

VIII. Application Requirements

All successful applicants for grant award funds from MBCC must agree to the following:

- 1). Submit quarterly narrative, data and financial reports in the prescribed format according to the MBCC/YJC time frames.
- 2.) Submit an annual report, which is the final quarter report. The report will summarize the year's activities, challenges, accomplishments and an evaluation of the project.

IX. Special Requirements

A proposal must:

- 1) be preceded by the attached and completed **"Application Requirements Checklist/Index"** found at the end of this RFP, including the page number(s) of the application where each required

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- element of the RFP has been addressed.
- 2) be submitted on MBCC forms that are provided in the subgrant application kit.
 - 3) Address each of the elements listed on the “Application Requirements Checklist/Index”
 - 4) Not exceed 12 pages (12 point font), for the project narrative. (Subsections B-F in the Subgrant Application Guidelines).

X. Selection Process

The staff of the MBCC/YJC will conduct an initial screening of the proposal to check for completeness of the application. The fiscal staff and program managers will review the applications and summarize their findings to the Subgrant Review Committee of the Youth Justice Council.

The Subgrant Review Committee will review all proposals.

XI. Uniform Crime Reporting

In order to receive federal pass-through dollars, it is Board/Council policy that law enforcement agencies report crime data to MBCC. If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information please contact Don Crabbe at (406) 444-2077 dcrabbe@state.mt.us.

Agencies needing crime data to complete their applications can locate that information at www.mbcc.state.mt.us.

XII. Awards & Appeals

Following the review of the applications by the Subgrant Review Committee, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Council. In the case where the Subgrant Review Committee recommends a grant application for denial, the applicant may, if there are substantive reasons, appeal the recommendation to the full Council. Notice of appeal must be made in writing to the Executive Director of the Board of Crime Control at least 10 days prior to the Council meeting and a representative must appear before the Council at the next meeting.

Council actions are passed on to the successful applicants following the Council meeting.

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XII. Application Procedures

Requesting an Application. Call the main office of the MBCC at (406) 444-3604 and request an Application Kit. Indicate the RFP number. You will be sent an application and guidelines. You must comply with all instructions. Also you can access us on the Internet at www.bccdoj.doj.state.mt.us and our e-mail address is mbcc@state.mt.us

Who to Call for Assistance: If you need assistance in the preparation of the application, or if you have financial questions, please contact the following staff.

<u>Fiscal</u>	<u>Phone</u>	<u>Program</u>	<u>Phone</u>
Stacy Purdom	444-6678	Audrey Allums	444-3651
Glenda Grover	444-2085	Cil Robinson	444-2632

Copies:

Electronic copies will not be accepted. Do not e-mail or send your application in on a diskette.

Mail one original copy of the complete application and 7 additional copies.

Application Check List: Please refer to this checklist before mailing your application.

- ☐ Face Sheet
- ☐ Executive Summary
- ☐ Project Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Special Assurances and Conditions
- ☐ Application Requirements Checklist /Index
- ☐ Non-Profit Status and documentation that this project has been denied funding by a unit of local or tribal government
- ☐ Signature Page
- ☐ Tribal Resolution

RETURN APPLICATIONS TO:

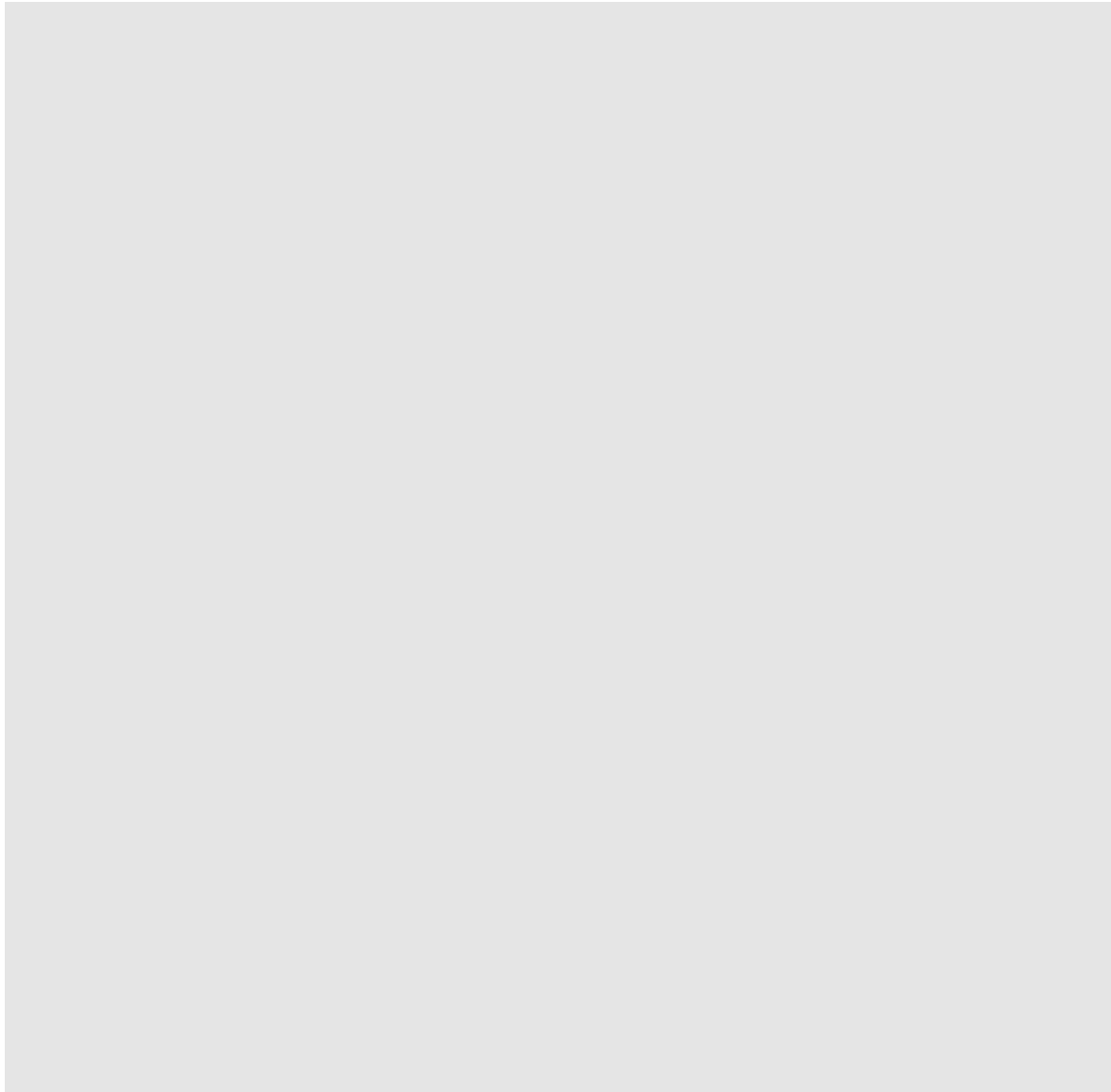
Montana Board of Crime Control
3075 North Montana
P.O. Box 201408
Helena. MT 59620-1408

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Deadline(s). Applications for RFP- 04-3 Juvenile Justice Title II must be mailed to MBCC not later than **March 31, 2004 at 5 p.m.** Applicants may choose to use certified mail to guarantee receipt.

Receipt Verification. All applicants will be informed in writing that their application has been received and will be assigned a grant number and contact person from MBCC.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 or FAX (406) 444-4722.



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Application Requirements Checklist/Index

Instructions

Each of the following required elements must be included in your application. Please fill in the blank preceding each requirement with the page number(s) of your application where it addresses that element. Failure to complete this page for each requirement and then placing it as the lead page in your application packet may result in your application being denied.

PAGE NO.	DESCRIPTION OF REQUIRED ELEMENT
	Completed "Application Requirements Checklist/Index"
	MBCC Subgrant Application "SECTION 1 – FACE SHEET"
	MBCC Subgrant Application "SECTION 2 – PROJECT BUDGET"
	A budget narrative explaining proposed expenditures for one year of the project.
	An executive summary of the application providing basic information on the proposed program, no more than two pages in length (12 point font). This is a brief summary of your project, a statement of needs or problems, a brief summary of objectives and outcomes to be expected, and total cost.
	A needs statement. An assessment of the community's need for service. This should include a discussion of the need for the project in the context of developing the community's capacity to deliver a BARJ model of justice.
	Goal: A clear statement of the desired long-range effect of your project.
	Objectives – Concise statements of what measurable change will be made
	A time-line for implementation of tasks to meet your objectives.
	A description of how the proposal will assess, address and monitor the disproportionate number of minorities in contact with the juvenile justice system and how it will appropriately treat minorities in the system.
	A description of how the proposal intends to identify and meet specialized needs of females
	A description of the evaluation method to measure effectiveness of the program on individual youth and the number of youth receiving direct services.
	Sustainability plan
	MBCC Subgrant Application "SECTION 5 – SPECIAL ASSURANCES AND CONDITIONS"
	MBCC Subgrant Application "SECTION 6 – SUBGRANT CERTIFICATION PAGE"
	Qualifications of the respondent
	A description of how the proposed program will coordinate and collaborate with other juvenile justice functions in target service areas.
	A description of how this program will involve volunteers to provide services (including the number of volunteers expected to be used).